



King County

PROJECT PROGRAM MANAGER II DEPARTMENT OF COMMUNITY AND HUMAN SERVICES COMMUNITY SERVICES DIVISION/RESOURCE PROGRAM MANAGEMENT

Hourly Rate \$ 24.7607 – 31.3856
Job Announcement No.: 03ES3560
OPEN: 07/9/03 CLOSE: 07/21/03

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **821 2nd Ave, Suite 500, Seattle, WA 98104. Attention: Gina Simmons.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Gina Simmons at (206) 296-5241 for further inquiries. **PLEASE NOTE: Applications** not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required and have relevant experience in the job duty areas.

WORK LOCATION: 821 2nd Ave, Exchange Building, Downtown Seattle, WA.

WORK SCHEDULE: This position is overtime eligible. The normal workweek is 35 hours, Monday through Friday, 8:30 to 4:30.

JOB SUMMARY: This position is a complex, professional position involving planning and project management, conducting research on elements of successful programs and best practices, performing data analysis, monitoring and statistical reporting, developing a quality assurance mechanism for use by the division and providing technical assistance to division staff, human services providers and other stakeholders on program quality, evaluation design and implementation. Specific primary job functions include:

PRIMARY JOB FUNCTIONS

- Implement the results of local and national research on elements of successful programs and best practices by developing standards, guidelines, implementation processes and ongoing quality assurance mechanism for use within the division.
- Participate and support in the design and management of program evaluation and service area projects including development of project plans, collection and analysis of project data, coordination of work completed by consultants, completion of reports summarizing project analysis or research, and coordination of review/comment processes for project results.
- Assist in the development and implementation of outcomes, indicators, and performance measures.
- Manage and monitor the division's data collection methodology; contract/project performance database; demographic and outcome data; identify problems with data and follow-up with program coordinators and providers as needed.
- Provide technical assistance to division staff, service providers, and provider networks (e.g. Youth and Family Services Association) on development of outcomes, program evaluation projects, and use of research and best practices in program design, planning and evaluation.

- Prepare various reports, memorandums and other written materials related to work on specific projects.
- Represent the division on several planning groups related to outcomes, best practices and program evaluation; make public and internal presentations as related to the division's performance evaluation, program evaluations, outcomes measurement systems, and work completed in planning groups.

MINIMUM QUALIFICATIONS/KNOWLEDGE/SKILLS & ABILITIES:

- 1) Degree in business or public administration, social work, economics, or related field OR six years of equivalent and/or experience that provides the knowledge to meet the job duties.
- 2) At least two years of recent and significant experience in planning and project management.
- 3) At least two years significant experience in policy analysis for high-risk youth for involvement in the juvenile justice and for youth already in the juvenile justice system.
- 4) Ability to design and manage program evaluation.
- 5) At least two years experience in researching evaluation issues and best practices for high-risk youth for involvement and youth already in the juvenile justice system through online databases and the World Wide Web.
- 6) Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
- 7) Must be an effective communicator and bridge-builder between division staff, the external community, youth and families, and county administrative and management personnel.
- 8) Must have effective critical thinking, conflict resolution, verbal and written communication skills.
- 9) Demonstrated experience in using Microsoft Word, Excel, Access, and Outlook.

The most competitive candidates will also have the following desired qualifications:

- 10) Two or more years experience working in programs related to juvenile justice involved youth and/or youth at risk for involvement in the juvenile system.
- 11) Experience working directly with youth and families or in the human services.
- 12) We are looking for an individual with vision, drive, organizational and leadership skills to help bring the general community, community providers, advocates, and youth serving systems to the table to develop and implement effective programs to better serve our youth and those youth involved in the juvenile justice system.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State driver's License or the ability to travel throughout the County in a timely manner.

CLASS CODE: 8243

SEQUENCE NUMBER: 93-8243-0071